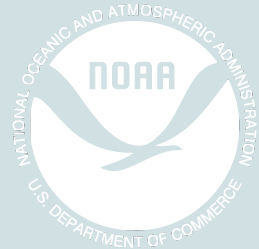


Potential Executive Host Informational Session

September 13, 2021

PHONE: 240-507-3712

EMAIL: oar.sg.fellows@noaa.gov



Sea Grant



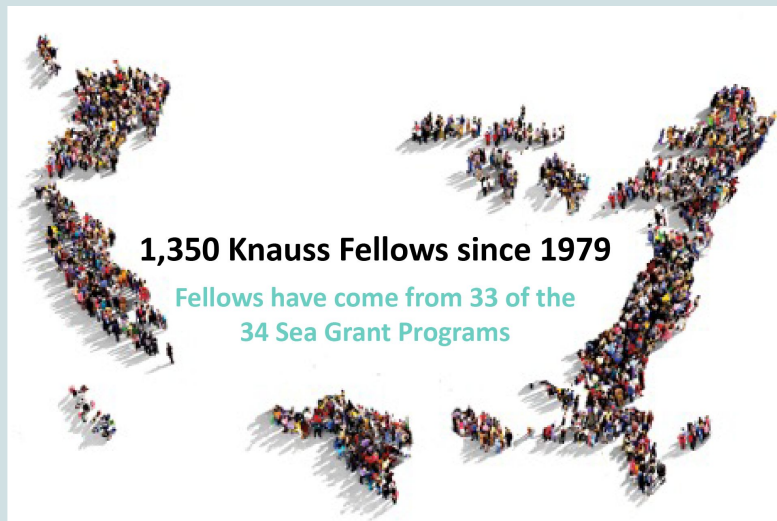
MISSION: To enhance the practical use and Conservation of coastal, marine and Great Lakes Resources to create a sustainable economy and environment.

Blue bird symbol = Sea Grant Program



Sea Grant Knauss Fellowship

The Sea Grant Knauss Fellowship provides a unique educational and professional experience to graduate students who have an interest in ocean, coastal and Great Lakes resources and in the national policy decisions affecting those resources.



The Sea Grant Knauss Fellowship offers direct experience working in the executive and legislative branches of the Federal Government allowing fellows to work on the latest issues in ocean and coastal management, fisheries, and research.



Benefit of a Sea Grant Knauss Fellow

- Pre-vetted capacity--all finalists have gone through a rigorous selection process
 - Selected based on combination of academic record, career goals, and recommendations/endorsements
 - Recent graduates with PhDs, Masters or JD
 - Studies/interests focused on coastal, marine, or aquatic related fields
- Add significant talent, knowledge, skill and enthusiasm
- Highly qualified early career professionals



Host Expectations

- Provide an educational opportunity for a fellow
 - Encourage fellows to attend hearings, lectures, conferences, workshops, fellowship functions, and professional development trainings
- Involve fellows in substantive issues that contribute to the office's mission and fit in the fellow's educational and career goals
- Financial Commitment:
 - Base: **\$75,000**
 - Optional: **\$15,000** for office related travel and training
- Non-NOAA Hosts: Ability to sign an Interagency Agreement prior to the start of the Fellowship



Host Requirements

- Participate in placement week (October 13-27, 2021)
- Provide a safe, inclusive, and welcoming workspace
- Provide necessary equipment (desk*, phone, computer) and general office information and paperwork prior to the start of the fellowship
- Security Clearance--Sea Grant will be responsible for NOAA fellows ONLY
- Abide by your agency's sexual assault and sexual harassment policy
- Review Office Policies (work hours, vacation, sick leave, attendance at fellowship functions)
- Development of a Professional Development Plan
- Meet with the Knauss Management team at least once
- Complete a 6-month and end of year review
- Provide mentorship to the fellow



Fall Calendar

Date	Activity
September 13	Perspective host webinar.
September 7-23	“Get to Know You” video recording.
October 5	Registration deadline for hosts
October 12	Deadline to submit host pitch presentation slides interview availability during Placement Week
October 13-27	Placement Process Wednesday/Thursday: Host office presentations Friday: Interview sign up; schedules provided to hosts Friday/Monday: Hosts schedule interviews (based on provided schedule) Tuesday - Friday: Interviews with finalists Friday: “Office Hours” Session Friday: Finalists provide list of top three hosts (hosts notified) Friday: Host provide five names for call-backs Monday: Call-backs Tuesday/Wednesday: Placement process and ratification
October 25	Host office ranking of finalists due to Sea Grant Fellowship Manager: OAR.SG.fellows@noaa.gov before 6:30 AM Matching process Hosts and finalists are notified of placements



Host Application

DUE: October 5, 2021

- Identify a primary mentor
- Identify a primary point of contact for Placement Week
- Provide a position description
- Describe host location, contact information and interview platform
- Telework and offices policies (esp. as they relate to COVID)
- Office culture
- Points of Contact: Budget/Finance (NOAA) or IAA (non-NOAA)

Section 1 of 9

2022 Knauss Executive Host Application Form

Please provide an email address to receive a copy of your response.

Email *

Valid email

This form is collecting emails. [Change settings](#)

What is a Sea Grant Knauss Marine Policy Fellow?

Established in 1979, the John A. Knauss Marine Policy Fellowship gives graduate students or recent graduates with PhDs, Masters, and JDs an opportunity to spend one year in Washington, DC learning about the policy realm. They have studied marine, freshwater, and coastal science and policy and are experts in their fields. Fellows are selected through a two-stage process - first through their home Sea Grant program and then through a national competition.

TIP: Finalists are VERY nervous about uncertainty. Provide clarity on what the position entails in the new digital work environment



Host “Get to Know You Videos”

RECORDING SEPTEMBER 7-23

- 3-5 minute videos
- Meant to share the personality of host/mentor the fellow will work with
- Sign up to record video via GoToWebinar (allows for recording and ADA compliance)
- Using prompts to create some continuity between videos

2022 Get to Know You Videos

As part of the placement process, the National Sea Grant Office (NSGO) will be recording videos with the goal of demonstrating the personality and character of the finalists and host offices. The goal is to have a common ground for discussion as well as stand in the place of the traditional networking events.

These videos will be available prior to and during the placement process. More information on how these videos can be viewed will be provided closer to the placement process. Please do not share these with anyone outside of the placement process.

In an effort to standardize these videos, the NSGO will be recording all these videos and providing question prompts. Each recording session will take about 15 minutes and will be hosted via GoToWebinar to record these in house, as it will allow for us to ensure ADA compliance and for easy upload for sharing.

If you recorded a video last year and would like to reuse it, please highlight your name on the 2021 Video Tab. If you would like to record a video, please sign up on the 2022 Videos Tab.

Along with the prompts, we encourage hosts and finalists alike to bring a bit of their own personality to the videos. Think creatively, you may want (but don't feel pressured) to bring a pet (furry, slimy or fluffy), a cool background, a song, a special skill, etc. While these videos are meant to be casual and fun, we ask that you remain professional. NSGO staff are happy to provide tips in advance of recording.

In order to provide direction for these short videos, we have developed the following prompts. We encourage you to choose 3-5 of these questions to answer. For hosts with multiple people joining, just recognize, these are not meant to be long so please keep your stories short. We also ask you to consider who will be participating, it may be beneficial to have only the one or two folks the fellow will be directly working with to participate.

Host Prompts:

Everyone will be asked the following bullet:

-Tell us the highlights of your background (i.e. name, what office/program do you represent, where are you from, what was/is your major area of study).

Please choose TWO of the following bullets:

-In five sentences or less, tell us about a place you love/would visit and why?

-Tell us something about your personal Hero

-What is your “superpower” as in special or secret skill?

-Tell us a story that will help us remember you by - An “only in DC” experience you’ve had, your favorite place to go in the DC, MD, VA area

-What sort of professional groups do you participate in/personal interests do you have outside of work (volunteer, social, etc.)?

-What’s a fun tradition in your office or an annual event that you look forward to? (I’m thinking agency-wide like NOAA Fish Fry or maybe an annual meeting/conference for an office)

-What new hobby did you pick up in the last year?

The NSGO Fellowships team have recorded example videos of themselves for you all to get an idea of what to expect. They can be viewed [HERE](#).

A	B	C	D
Directions: This is the list of hosts who recorded videos for the 2021 cycle. Please indicate in column D if you would like us to reuse your video from last year. If yes, no further action is needed. If no, please sign up for a time slot on the 2022 Video Tab.			
Federal Agency	Name of Office	Name of primary mentor	Would you like to reuse your video?
NOAA-Oceanic and Atmospheric Research	OAR Congressional Analysis and Research Division	Bryan Cole	
U.S. Navy	Office of the Deputy Assistant Secretary of the Navy, Environment	Dan Cecchini	
USDOT/MARAD	US Committee on the Marine Transportation System	Helen Brohl	
NOAA-National Environmental Satellite,			

Directions: Please provide your name and the email that will be joining the recording session. Once you sign up, we will send you an invitation to a GoToMeeting session. Each Session will last for NO MORE than 15-Minutes. We encourage you to come prepared with a script or clear plan. Greyed out spaces are not available. We know that we are asking you to complete this prior to form submission, if you ultimately drop prior to the placement process, please let us know and we will not share your video. Please do not change the color coding!					
Color Coding:	BUSY	AVAILABLE	Scheduled	Needs Rescheduling	MK/AL
Tuesday, Sept. 7, 2021			Wednesday, Sept. 8, 2021		
Time Slot (all times EST)	Name	Email	NSGO	Name	Email
9:00					
9:15					
9:30					

Placement Process Prep

(after form and video submission)

- Confirm pitch presentation time
- Interview Availability (**Due Oct. 12**)
 - 30-minute interview slots
 - Make appointments available between 9:00-6:00 EST with preference for the afternoon
 - NSGO will provide a completed schedule of interviews
 - NOTE: We may contact you for more time slots/timing of interviews if there is a scheduling conflict
- Pitch Presentation Slides
 - IF you would like slides, please provide by **OCT. 12**



Placement Process Activities

Day	Date	Activity	Platform
Wednesday/Thursday	October 13/14 12:00-6:00 EST	Host Pitch	GoToWebinar/Whova Host: Sea Grant
Friday	October 15	Schedule Interviews (Finalists)	
Tuesday-Friday	October 19-22 9:00-6:00 EST	Interviews -30 minute time slots	Host Platform of Choice
Friday	October 22 2:00-5:00 EST	“Office Hours”	Whova
Friday	October 23	Hosts provide UP TO five finalist they would like to “call back” (submit by 5:30 PM EST)	
Monday	October 26	Schedule “call backs”	
Monday	October 25 1:00-6:00 EST	“Call Backs”	Host Platform of Choice
Tuesday	October 26	Hosts submit ranking form (submit by 6:30 AM EST)	
Wednesday	October 27	Ratification	

Position Pitch Presentation

Wednesday/Thursday, October 13/14, 12:00-6:00 EST

- Sign in 5/10 minutes prior to assigned presentation slot
- NSGO will host via GoToWebinar/Whova
- 7-minute presentations about the position itself
- Slides are OPTIONAL, Video is recommended
- NSGO is available to pre-record these if you are unable to make it “in person”

TIP: Org charts are not always useful! Finalists what to know what they will be working on.



Interviews

Tuesday-Friday, October 19-22, 9:00-6:00 EST*

- Important Dates:
 - **October 12:** Submit Interview Availability
 - **October 15:** NSGO will return interview schedule to you
- HOST OFFICE WILL SCHEDULE CALL BACKS ON PLATFORM OF CHOICE WITH THE SCHEDULE PROVIDED.
- Please choose a platform of choice that is as universal as possible
- You will be expected to keep track of your own interviews

TIPS

- Consider tactical office participation
- Schedule yourself a break
- Plan on having video
- Provide a tech back up



“Office Hours”

Friday, October 23, 2020 2:00-5:00 EST

- **GOAL:** Allow for finalists to revisit and ask questions of you as a host
- Networking time will be hosted through WHOVA
- Participation is OPTIONAL, however, encouraged
- Provide backup link to your meeting room on the registration form



“Call Backs”

Monday, October 25, 2021 1:00-6:00 EST

- **GOAL:** Allow the host office to meet with finalists a second time, however, it is NOT a second interview
- Optional
- BRIEF (up to 15 minute) chats
- How to Request: INFORMATION submitted **BY 5:30 PM EST on OCT. 22**
 - UP TO FIVE Finalists
 - Submit “Call Back” Request form
 - Provide at least TEN fifteen minute slots for scheduling
- NSGO will provide your schedule by 12:00 PM EST on Monday OCT. 25
- HOST OFFICE WILL SCHEDULE CALL BACKS ON PLATFORM OF CHOICE WITH THE SCHEDULE PROVIDED.



Placement Process

- Submit Finalist Ranking form by **6:30 AM EST OCTOBER 26, 2021**
- Matching Algorithm
 - Algorithm is for two-sided matching markets--considers both the preference of the host and the finalists
 - Does not guarantee everyone receives their top choice
 - Most known for use in the National Resident Matching Process (med-school match)
- Ratification Signature

TIP: The more finalists you rank, the more likely you are to get a fellow!



Fellowship Calendar

Date	Activity
Early October	NSGO initiate IAA process with NON-NOAA agencies
November	NOAA Fellows: NSGO will begin the security process NON-NOAA Fellows: Host agency responsible for security
January	Host office responsible for acquiring proper technology for fellow
February 1, 2022	Fellowship begins
February 1-2, 2022	Fellowship Orientation
March 5, 2022	Professional Development Plans due to Program Manager
Summer 2022	Mid-Year Reviews between host mentor and fellow to discuss progress
January 31, 2023	Fellowship ends



Important Deadlines

Date	Activity
September 7-16	“Get to Know You” Video Recording
October 5	Host Applications
October 12	Presentation Slides and Interview Availability
October 22 5:30 PM EST	Call Back Requests and Availability
October 26 6:30 AM EST	Ranking Forms
October 28	Ratification Documents

Knauss Direct Hire Authority

- **What Is a DHA:** An appointing authority that the Office of Personnel Management can give to Federal agencies for filling vacancies when a critical hiring need or severe shortage of candidates exists.
- **Why use a DHA:** To expedite the hiring process and allow for greater chance of hiring qualified applicants by eliminating competitive rating and ranking with other Federal employees and by removing veterans' preference.

Use of the Knauss DHA	-Apply for open MAPS (competitive service) announcements -Apply for open DE announcements on USAjobs -Talk directly with potential employers and have a position specifically designed
Eligibility for Knauss DHA	(1) Earned a graduate or postgraduate degree in a field related to ocean, coastal, and Great Lakes resources or policy from an accredited institution of higher education; AND (2) successfully fulfilled the requirements of the fellowship within the executive or legislative branch of the United States Government.
How long, and from what point am I eligible for this DHA?	From 2 years of receiving your completion certificate. This certificate will be awarded in 10 months after the start of the Fellowship OR following a subsequent graduation.
What agencies use this DHA?	All Federal Agencies (although each agency may interpret the legislation differently)
Are there any limitations for band level?	None



QUESTIONS

Contact

PHONE: 240-507-3712

EMAIL: oar.sg.fellows@noaa.gov

WEBSITE: <https://seagrant.noaa.gov/insideseagrants/Knauss-Fellowship/Host-Resources>

Continually update with the most recent information about placement week!



Questions

QUESTION: Are co-mentors allowed?

ANSWER: YES! Co-mentors are allowed. We do ask that you have a clear understanding of roles and responsibilities and how the fellow will be fully supported.

QUESTION: Who has to provide the ratification signature? Does it have to be the primary mentor?

ANSWER: We prefer that the primary mentor sign the ratification form as it is an agreement to the fellowship year, including following agency sexual harassment policies.

QUESTION: What is the last day to submit a host application?

ANSWER: OCTOBER 5, 2021

QUESTION: What is the last day to retract a host application?

ANSWER: If you need to withdraw your application, we ask that you do that prior to the start of placement week. DO NOT go through the interview process if you intend to pull out if you do not get a fellow or do not get your “top choice”.



Questions

QUESTION: Does paying the optional \$15K provide more flexibility for fellow travel/training instead of paying invitational travel?

ANSWER: In general we recommend that office related travel be supported through invitational travel. This provides financial support to our fellows and travel protections that they would not have otherwise. Trainings may be easier to pay off of the grant, ie, providing the \$15K.

NOTE: All grant funds are subject to university policies and approval.

